Label Servicing

Order ready-to-apply RFID labels for your products!

- Submitting Label Servicing Jobs
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Submitting Label Servicing Jobs

The following article describes the process for submitting Label Servicing Jobs to be printed by Simple RFID and shipped to you.

> **Questions about Label Servicing pricing?** Learn about pricing, as well as terms & conditions here.

Follow these steps to submit Label Servicing jobs directly to the Simple RFID team via the web portal to provide order details:

Log in to the Simple RFID web portal

Click on **Orders** on the left menu

Click "**Purchase**"

Create Your Purchase Order(s) - Purchase Orders can be created one-at-a-time or several orders simultaneously.

- **Select 'Simple RFID Label Servicing' as the Supplier**
- **Select the Destination location(s) as the Destination**
- In the **Customer Notes field** (top right), enter the **desired label type**.

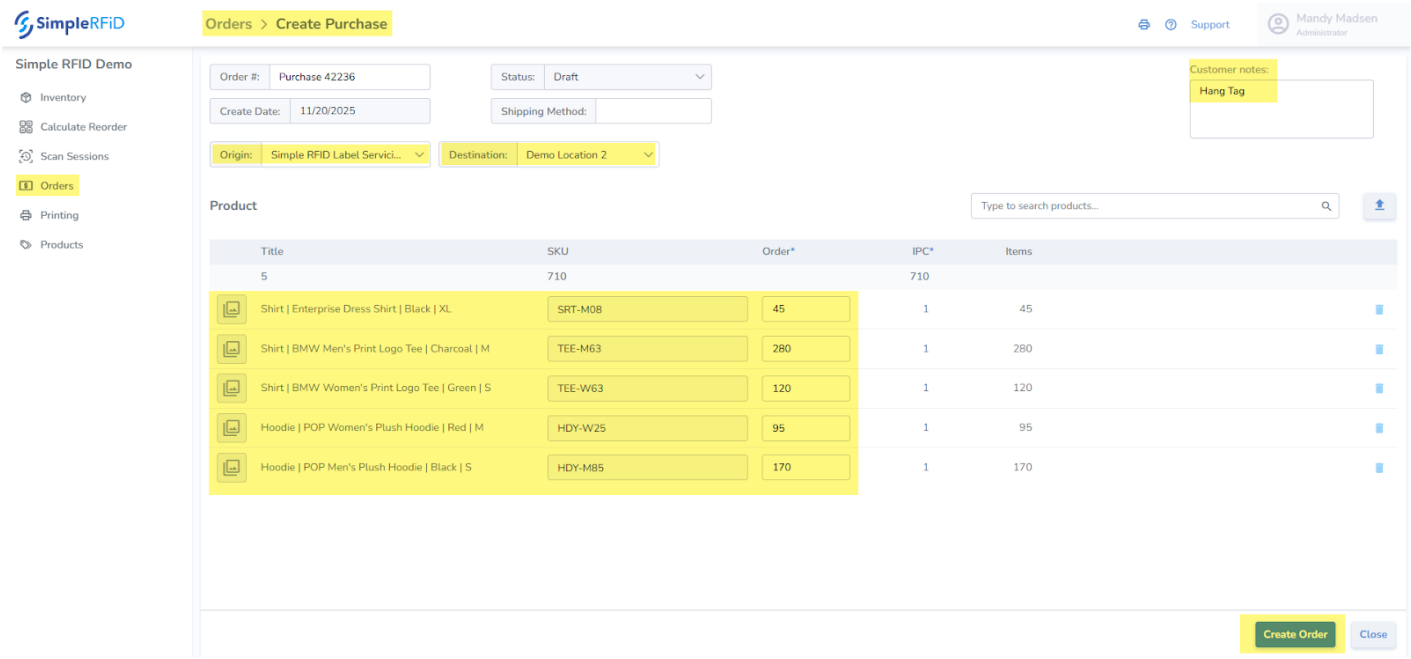
Click **Save** to save the Purchase Order in **Draft** status

Update Order Status

- **Open** the newly created order.
- **Change** the status from **Draft → Shipping once finalized.**

Notify Simple RFID

Once your order is submitted, email **servicing@simplerfid.com** to let our team know you've created a new label servicing request. Please include in your request the order number(s).



Prior to Submission Please Ensure the following have been completed:

Simple RFID Label Servicing Profile Created

This form provides Simple RFID with projections, label type needed, GS1 requirements, etc. This provides you with the Terms & Conditions of the Simple RFID Label Servicing Agreement, and includes pricing & contracts.

Destination Location(s) Created

Create the Location in Simple RFID where you wish to have the labels shipped. This is the default location.

Products Added to Products tab

Ensure that all products are entered into Simple RFID.

> If the Products need to be created as GS1 labels, enter the Company Prefix into the Customer Profile tab. If you do not have a Company Prefix and have simply purchased complete UPCs/GTINs, ensure that it is entered into the GTIN & Barcode fields.

Tracking Job Status

As the jobs are printed you will have visibility into the jobs, just as if you printed them yourself.

Additionally, we verify all label encoding to ensure that all labels scan accurate & complete.

Once the Job is moved to Completed you will receive Tracking as soon as the job ships.

Please expect 2 week timelines for standard jobs.

2026 Label Servicing Pricing / Terms & Conditions

Simple, predictable pricing for every label servicing job. Each job includes a base fee, label costs, and a per-label surcharge based on quantity.

What’s Included in Every Servicing Job

Your order includes full professional print preparation and quality checks:

- **Job Setup** – We configure your print job and verify all specifications before production. • **Proofing** – A digital proof is sent for review and approval before printing.
- **EPC Encoding Verification** – Each label’s EPC is validated for accuracy.
- **Barcode Scan Check** – All barcodes are scanned to ensure readability.
- **Organizing & Packing** – Labels are neatly organized, packaged, and prepared for shipment.

Quantity Range	Base Job Fee	Surcharge Per Label
1 - 1,000	$100.00	$0.10
1,001 - 10,000	$250.00	$0.09
10,001 - 50,000	$500.00	$0.08
50,001 - 100,000	$2,000	$0.07

> Example Calculation: For a Label Servicing order of **5,000 hangtags**, the total cost would be: **Cost of Tags: $600** (5,000 x $0.12ea) **Base Job Fee: $250** (2nd Tier range 1,0001 - 10,000) **Surcharge: $450** (5,000 x $0.09) **= $1300 Total**

Terms & Details

Per Job Basis: Pricing is calculated per job, usually based on the shipping destination.

Multiple Shipping Locations: Each destination is treated as a separate job with its own base fee and surcharges.

Label Costs: Material, size, and quantity affect label cost and are billed in addition to servicing fees.

Turnaround Time: Provided at order confirmation. Custom or Large Jobs: Orders over 100,000 labels or requiring custom materials may require a separate quote.

Rush Jobs: Any jobs under 1 week turnaround time will be assessed a 25% surcharge on the total price.

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